ENROLLMENT REQUEST FOR UNDERAGE APPLICANTS

This form is for use by applicants LESS THAN 17 YEARS OF AGE who are NOT enrolling in a PCC approved high school program and ALL STUDENTS LESS THAN 15 YEARS OLD REGARDLESS OF PROGRAM ENROLLMENT.

Please adhere to the Eligibility & Application Requirements listed on the other side of this form.

TO BE COMPLETED BY THE APPLICANT:

Semester ____________________________ Date of Birth ____________________________

Name_________________________________________ Student ID # ___________________

Name of Secondary School ___________________________ Current Grade Level _____ Age ___

APPLICATION CERTIFICATION STATEMENT: I understand that, if allowed to enroll, I will be:

1) Required to follow all PCC rules and regulations;
2) Required to meet all standards of conduct;
3) Subject to all disciplinary actions as detailed in the PCC Student Handbook and the Catalog; and
4) Financially responsible for the tuition and fees associated with the class(es).

Applicant’s Signature ____________________________________________ Date ____________________

TO BE COMPLETED BY SECONDARY SCHOOL AUTHORITY:

I ___do/___do not recommend the above student to attend Pueblo Community College for the term above.

AN APPROVED SECONDARY INSTITUTION IS DEFINED AS ANY SECONDARY SCHOOL OR ACADEMY IN THE UNITED STATES ACCREDITED BY A REGIONAL ACCREDITING ASSOCIATION OR APPROVED BY A STATE DEPARTMENT OF EDUCATION OR STATE UNIVERSITIES. HOME-BASED EDUCATION PROGRAMS MUST BE IN COMPLAINECE WITH THE GUIDELINES ESTABLISHED IN COLORADO STATUTE 22-33-104.5.

Please list your school’s accreditation body: ______________________________________________________

Principal’s Signature** ____________________________ Date _____________________

**Superintendent of student’s local school district of residence if enrolled in a Home-Based education program.

TO BE COMPLETED BY PARENT/LEGAL GUARDIAN:

I understand that my son/daughter has my permission to attend Pueblo Community College and will be:

1) Required to follow all PCC rules and regulations;
2) Required to meet all standards of conduct;
3) Subject to all disciplinary actions as detailed in the PCC Student Handbook and the Catalog; and
4) Financially responsible for the tuition and fees associated with the class(es).

Parent’s Signature ____________________________________________ Date ____________________

TO BE COMPLETED BY PUEBLO COMMUNITY COLLEGE ADVISOR:

This applicant has been reviewed and the following action is recommended:

____ Approved for enrollment into term. ______ Denied for enrollment into term.

Advisor’s Signature ____________________________________________ Date ____________________

Return completed form to the Admissions Office at the Pueblo Campus.
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It is the policy of Pueblo Community College to admit students who are 17 years of age or older. A waiver may be granted based on extenuating circumstances unique to the role and mission of the college.

ELIGIBILITY REQUIREMENTS
A. Applicant is at least 15 years of age and is not enrolling in a PCC approved high school program;
B. Applicant has completed the ninth grade with a cumulative GPA of 3.0 for the most recent grade period at an approved secondary institution;
C. Applicant is recommended for enrollment by an approved secondary school principal and parent/legal guardian;
D. Applicant is attending a secondary school or academy in the United States accredited by a regional accrediting association or approved by a state department of education or state universities;
E. Applicant who is participating in a non-public home-based educational program must be in compliance with C.R.S. 22-33-1045.5. Applicant must be approved by the Superintendent for the local school district of residency or an independent or parochial school within the state of Colorado;
F. Course pre-requisites must have been met;
G. Take and pass the PCC ACCUPLACER or CCPT Assessment Test at the recommended level.

APPLICATION REQUIREMENTS
A. No later than ONE WEEK prior to the start of the term, the applicant must:
   a. Meet with an Academic Advisor and bring the following completed documents:
      i. Enrollment Request for Underage Applicants form, completed with proper signatures;
      ii. Most recent secondary school transcript;
      iii. Copy of the results from the PCC ACCUPLACER or CCPT Assessment Test;
      iv. Signed copy of the Student Payment Agreement;
      v. Applicants less than 15 years of age and not enrolling in PCC approved high school programs, in addition to completing all requirements listed above, must provide a written request for admissions detailing the special circumstances requiring attendance in a college-level course.

B. The Enrollment Request for Underage Applicants is valid only for the term the form is submitted. A new form is required for subsequent terms.
C. Payment arrangements need to be made with the Cashier’s Office (719-549-3212) once the registration process is completed.

Incomplete information, missing signatures, and documents that have not been attached will result in automatic denial.

NOTICE OF NONDISCRIMINATION
Pueblo Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Affirmative Action Director, 900 West Orman Avenue, Pueblo, CO 81004, (719) 549-3461, or the office for Civil Rights, U.S. Department of Education, Region VII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-2981. TDD may be accessed through the Personnel Office at (719) 549-3220.

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